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[Home](#) > [Motions](#) > Motion for Jury Trial

Click the **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Motions** hyperlink.

Enter **Case Number**, click **Next**.

Scroll down and select **Jury Trial**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**.

Click **Next**.

Note: If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Click **Next**.

Associate the pdf file of the **Motion for Jury Trial**, click **Next**.

Update Jury Demand.

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

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